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Date 13 Nov 87

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1. MS/DA	6 NOV 1987	M	
2. EXA/DDA		CS	17 NOV 1987
3. ADDA			
4. DDA	1 8 NOV 1987		
5. DDA/Registry			

Action		File		Note and Return
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As Requested		For Correction		Prepare Reply
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Coordination		Justify		

REMARKS

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ADMINISTRATIVE — INTERNAL USE ONLY

87-1124

| 3

MEMORANDUM FOR: Inspector General

VIA: Deputy Director for Administration

FROM: Hugh E. Price
                  Director of Personnel

SUBJECT: Report of Audit Appraisal, Electronic Time and
                  Attendance System, 30 September 1987

STAT   REFERENCE: Memorandum from [   ] dtd 8 October 1987,
                          Same Subject

1. The ELECTAS Team and their managers have read the Audit Appraisal and agree with all of the Audit Staff's findings. Below are the steps presently being taken to implement solutions to those findings.

2. The ELECTAS Team transferred from the Office of Finance into the Office of Personnel as part of the Compensation Division move. Actual responsibility for ELECTAS was placed in the Data Base Staff under the Human Resources Automation Center. The Data Base Staff is responsible for data integrity of all Office of Personnel computer data and is already set up to provide user support in many forms to include writing handbooks, answering user questions regarding hardware and software obtaining system accesses, etc.

3. We are taking steps to increase the ELECTAS Team by two employees. One new employee will be the data base administrator who will answer the user's questions, establish accesses, insure that all electronic forms have been released by the components, perform data validity checks, etc. The other employee will be responsible for compiling handbooks, compiling training aids, processing access forms, assist in establishing officers, etc.

4. These two new people will reduce the work load on the present Team members and allow them the time to test the new releases, specify modifications, install new offices and continue the other high level functions they have been performing. One of these employees already has been selected. She currently is an ELECTAS referent in OP, so is conversant with the system from a user viewpoint. She will move full time to the ELECTAS team as soon as her replacement arrives.
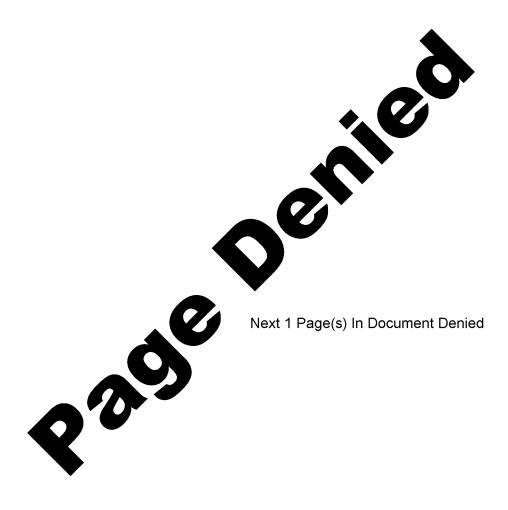
DD/A REGISTRY
FILE:_____ /66-17

ADMINISTRATIVE — INTERNAL USE ONLY

SUBJECT: Report of Audit Appraisal, Electronic Time and
          Attendance System, 30 September 1987

    5. In the interim, training and data base management assistance are being
provided by contractors and other members of the Office of Personnel's Data
Base Management Staff. We will move as quickly as possible to fill the two
new positions to alleviate the Team's work load so that ELECTAS can be
implemented Agency-wide on or before March 1989.

STAT

Hugh E. Price

Page Denied

Next 1 Page(s) In Document Denied

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Report of Audit Appraisal, Electronic Time and Attendance System

FROM:

Audit Staff
1201 Key

25X1

EXTENSION | **NO.**

DATE 9 October 1987

25X1

TO: (Officer designation, room number, and building)	DATE RECEIVED	DATE FORWARDED	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1. IG 6E18 Hdqs	11 Oct 7		4	
2. A\OO\C AP	10/16			
3. D/Pers IC AP				
4. EO\C AP -				
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15.				

FORM 610 USE PREVIOUS EDITIONS

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8 October 1987

MEMORANDUM FOR: Director of Personnel

VIA: Inspector General

25X1   FROM:

Acting Deputy Inspector General for Audit

SUBJECT: Report of Audit Appraisal, Electronic Time
                   and Attendance System, 30 September 1987

1. Subject report is attached for your review.

2. The report summarizes the background, scope and results of our ongoing audit of the development of the Electronic Time and Attendance System. It contains no recommendations. We do, however, offer some comments on staffing the project to ensure the continued successful and timely implementation of the system.

3. We appreciate the continuing cooperation and assistance extended to the auditors.

25X1

Attachment:
 As stated

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SUBJECT: Report of Audit Appraisal, Electronic Time and
          Attendance System, 30 September 1987

25X1

C/AS/ISAD _____ (29Sep87)

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REPORT OF AUDIT APPRAISAL

Electronic Time and Attendance System
30 September 1987

SUMMARY

1. The administrative procedures and computer software for the Electronic Time and Attendance System (ELECTAS) are now operational and meet generally accepted standards for reliability and integrity. This successful joint effort by the Offices of Finance (OF) and Information Technology (OIT) will be installed throughout the Agency's domestic activities on an office-by-office basis over the next three years.

2. The comments in this report concern establishing the position of Database Administrator within Compensation Division to better coordinate the time and attendance (T&A) processing and the resolution of errors; augmenting the staff of the training team to speed up implementation of the system; and establishing a more flexible historical database to support management inquiry.

SCOPE

3. The Audit Staff's participation in the development and implementation of ELECTAS was intended to provide a reasonable assurance to Agency managers that their objectives were achieved and to ensure that an auditable and properly controlled system was developed. To this end, the Audit Staff reviewed all stages of the project life cycle and conducted an independent processing of test data and analysis of results. This review adhered to the General Accounting Office's Standards for Internal Audit of Computer-Based Systems, and also included an analysis of administrative functions to evaluate the effectiveness of internal controls and procedures and to ensure compliance with Agency regulations.

BACKGROUND

4. ELECTAS provides the Agency with a computerized process for recording duty status and also provides immediate access via terminal inquiry to current and prior records of duty status. ELECTAS will be used throughout the Headquarters area and at all domestic locations to report biweekly T&A data, replacing the paper T&A cards currently used. This system has enhanced the payrolling process by saving time in the preparation and processing of T&A data, by reducing the number of amended T&A reports, and by reducing the number of adjustments required to correct data entry errors.

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DETAILED COMMENTS

5. Some improvements need to be made in staffing the ELECTAS project team. There is no doubt that the successes of the design and development phases of this project are due to the dedication and professionalism of the small project team. But the implementation phase, already well under way, has spread the team too thin and has caused them to neglect or postpone some activities thereby diminishing the overall effectiveness of the system. Specifically, the functions of database administration, training, and software development lack adequate resources.

6. The ELECTAS documentation defines the position of Database Administrator, but the planned incumbent is too busy with the installation and training activities to provide the needed level of attention to the database and system operations. The Database Administrator should not be part of the installation team, but could be collocated with them while carrying out the duties specified in the ELECTAS plan.

7. To maintain data integrity, ELECTAS is implemented on an office-by-office basis. For each office this process includes a significant number of tasks ranging from the clerical, assembling user manuals and coordinating training dates, to the most technical, loading program and data files. The project team manages these tasks well, but is additionally burdened by concurrent demands to assist users with problems, correct errors, upgrade system accessibility, and test changes. There is too much work for two people, regardless of how dedicated they are. The installation process needs to be rethought. Adding clerical support and augmenting the training team would reduce the pressure on the team and appreciably shorten the time needed for Agency-wide implementation of the system.

8. The historical database of the ELECTAS T&A activity should have a more flexible inquiry capability. Currently the system provides only a limited number of management reports. However, once ELECTAS is more widely used within the Agency, more management attention will be focused on the value of the historical file as a managerial tool. The OIT software developers recognize the potential of the data and have assigned additional personnel to assist in the programming needed to provide increased flexibility.

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